

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 5: General Case Management	Effective Date: May 1, 2008
	Section 1: Transitioning from Assessment (Investigation)	Version: 1

POLICY	OLD POLICY: N/A
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When it becomes necessary to transfer a case, the Indiana Department of Child Services (DCS) will ensure continuity of care for children and families by holding a transition meeting, which will include the assessment worker, the ongoing worker, and the family whenever possible.

DCS will ensure that each child has one (1) ongoing service Family Case Manager (FCM) for the life of the case whenever possible.

The assessment FCM must complete all Indiana Child Welfare Information System (ICWIS) information so that the Case Preparation Tool is completed before the case is transferred to the ongoing service FCM.

Code References

1. N/A

PROCEDURE

- Transferring from assessment to ongoing -

The assessment FCM will:

1. Make a request to his/her supervisor or designee to open/reopen a case;
2. Complete all ICWIS data entry for:
 - a. Hearings,
 - b. Placement,
 - c. Services,
 - d. Visitation plan,
 - e. The 311 (Assessment Report),
 - f. Demographic information in the Investigation Module,
 - g. Contacts,
 - h. School information/education,
 - i. Medicaid number,
 - j. Indiana Support Enforcement Tracking System (ISETS) interface,
 - k. Affidavit of Diligent Inquiry (ADI),
 - l. Court Reports (i.e., if the court hearing is within 10 business days of the transfer, the Child Protection Services (CPS) FCM would be responsible for this report, unless negotiated otherwise at the transition meeting),
 - m. Notices,
 - n. Mental Health Screen, and
 - o. Immunization records.

3. Send a copy of State Form 311 to the new worker;
4. Schedule and invite all necessary participants (e.g., parent/guardian/custodian, child, substitute caregivers, both supervisors, service providers, and both FCMs) to the required transition meeting;
5. Document contacts in ICWIS that all parties were notified for the transition meeting; and
6. Send a copy of the Case Preparation Tool to the parent/guardian/custodian and substitute caregivers, if not in attendance at the transition meeting.

The assessment supervisor will:

1. Assure that the assessment FCM continues to be responsible for attending all court hearings and monitoring the child's safety and well-being, until the case is transferred to an ongoing service FCM. See related information for further details;
2. Assign the case to an ongoing service FCM or to an ongoing service supervisor; and
3. Forward a copy of the approved 311 and other pertinent information to the ongoing service supervisor, at least one business day prior to the transition meeting.

The ongoing service supervisor will:

1. Identify an ongoing service FCM for the case and forward the 311 and pertinent information for their review, upon receipt of the transfer request.

The ongoing service FCM will:

1. Review the 311 and pertinent information prior to the transition meeting.

PRACTICE GUIDANCE

1. N/A

FORMS AND TOOLS

1. Case Preparation Tool

RELATED INFORMATION

Purpose of Transition Meetings

A Child and Family Team (CFT) can be utilized to accomplish a transition meeting. A transition meeting should be held within 15 business days from the date of the initial hearing. Timing of this meeting is critical to the actual transfer of the case so initiating the transfer as soon as possible can be beneficial. As soon as the filing of a petition for Child in Need of Services (CHINS) is imminent, the assessment supervisor should initiate the request for transfer with the ongoing supervisor. Ideally, an ongoing FCM could be identified prior to the initial hearing and the transfer meeting could occur at that time.

The purpose of the meeting is to provide all parties with as much information as possible about the status of the case, and to engage the family in the planning process to effect a smooth transfer of the case.

Examples of information to be shared/discussed with the parties include:

1. The family's strengths and underlying needs;
2. Needs that may arise in the near future;
3. What efforts have been taken to meet those needs;
4. Clarify expectations about what happens next;
5. The name and contact information of the new FCM and supervisor;
6. Formal and informal supports for the family; and
7. Information about the membership of the CFT, if applicable.

Continuous parent/guardian/custodian involvement throughout the case is a significant factor in family preservation and family reunification efforts. Therefore, the family should attend the transfer meeting, if at all possible, and be given ample notice of the meeting. When scheduling the transfer meeting, consideration should also be given to the new FCM to prepare for the next court hearing (i.e., allowing enough time to prepare).

Pertinent Family Information

At the transfer meeting, all parties, especially the family, should review and discuss with the new FCM all pertinent family information (e.g., family strengths, values, support systems, family composition, behavioral, mental health, developmental and/or medical needs, domestic violence concerns, immediate needs, substance abuse, truancy, etc.). Based on the dynamics of the case, it may be necessary to have more than one transfer meeting (i.e., when there is a no contact order between parent/guardian/custodian and the child or each other). If there are safety concerns, the FCM may also need to keep the location of the resource home confidential.

"Transferred" Defined

A case is "transferred" when the following has occurred:

1. A transfer meeting;
2. The new FCM is assigned the case in ICWIS, at least within 48 hours of the transfer meeting; and
3. The new FCM has received the hard copy file.